Acceptable use of the Internet Policy

Adopted and approved: January 2023
To be reviewed: January 2024

This policy outlines our purpose in providing access to the internet and explains how the school is seeking to avoid the potential problems that unrestricted internet access could give rise to.

Internet access in school
• Providing access to the internet in school will raise educational standards and support the professional work of staff.

• Teachers and pupils will have access to a wide range of web sites world-wide offering educational resources, news and current events.

• There will be opportunities for discussion with experts in many fields and to communicate and exchange information with students and others world-wide.

• In addition, staff will have the opportunity to access educational materials and good curriculum practice, to communicate with the advisory and support services, professional associations and colleagues; exchange curriculum and administration data with the LEA and DfEE; receive up-to-date information and participate in government initiative such as NGfL and the Virtual Teacher Centre.

• The internet will also be used to enhance the school's management of information and business administration systems.

• Staff, including supply staff, will not be expected to take charge of an internet activity without training. Staff should be given opportunities to discuss the issues and develop good teaching strategies.

• All staff (including teachers, supply staff and classroom assistants) and any other adults involved in supervising children accessing the internet, will be provided with the Schools Internet Access Policy, and will have its importance explained to them.

• Parents' attention will be drawn to the Policy by letter in the first instance and, thereafter, in our school prospectus and Web Site.

Rules for Responsible Internet Use

• The school has installed computers, laptops and iPads with internet access to promote learning.

• These rules will help keep children safe and help them to be fair to others.

Using the computer:

• I will only access the computer system with the login and password I have been given;

• I will not access other people's files;

• I will not bring in memory sticks from outside school and try to use them on the schools computers without express permission and a virus check.

Using the internet:

• I will ask permission from a teacher before using the internet;

• I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself;

• I understand that the school may check my computer files and may monitor the internet sites I have visited;

• I will always comment on the school blog positively and write blog posts to the best of my ability focusing on spelling and punctuation.

• I will not complete and send forms without permission from my teacher;

• I will not give my full name, my home address or telephone number when completing forms.

Using e-mail:

• I will ask permission from a teacher before sending an email to any outside agencies;

• I will immediately report any unpleasant messages sent to me because this would protect other pupils and myself;

• I understand that e-mail messages I receive or send may be read by others;

• The messages I send will be polite and responsible;

• I will only send an e-mail to people I know, or my teacher has approved;

• I will only send an e-mail when it has been checked by a teacher;

• I will not give my full name, my home address or telephone number;

• I will not use e-mail to arrange to meet someone outside school hours.

Internet access and home/school links

• Parents will be informed in our school prospectus and on the school website about how pupils are provided with supervised internet access as part of their lessons.

• We will keep parents in touch with future technology developments by through the website, ParentMail and social media platforms.

• School guidelines on issues such as safe internet use will be made available to parents together with printed information and internet sites providing information for parents about safe access for children;

• In the future, it is possible that suitable educational and leisure activities that make responsible use of the internet will be developed with parents.

Using e-mail

- It is not possible to be certain of the originator of an e-mail message, and for this reason the school is unable to accept an e-mail as parental authorisation of a pupil absence.
- Pupils will learn how to use an e-mail application and be taught e-mail conversations.
- Staff and pupils will begin to use e-mail to communicate with others, to request information and to share information.
- It is important that communications with persons and organisations are properly managed to ensure appropriate educational use and that the good name of the school is maintained.
- Pupils will only be allowed to use e-mail once they have been taught the Rules of Responsible Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in pupils' minds as they monitor children using e-mail.
- Pupils may send e-mail as part of planned lessons and will have access to their own email account as part of their Learning Platform. This is filtered through the LEA, and emails are able to be checked by teachers.
- In-coming e-mail to pupils will not be regarded as private.
- Children will have the e-mail messages they compose checked by a member of staff before sending them.
- The forwarding of chain letters will not be permitted.
- Pupils will not be permitted to use e-mail at school to arrange to meet someone outside school hours.

Harris Primary Web Site
School website address: http://www.harris.lancs.sch.uk
School Twitter - @PrimaryHarris
School Facebook – @HarrisPrimarySchool

Our school web site and blog are intended to:
• Provide accurate, up-to date information about our school.
• Enable pupils to publish work to a high standard, for a very wide audience including pupils, parents, staff, governors, members of the local community and others.
• Celebrate good learning.
• Provide pupils with the opportunity to publish their learning on the internet.
• Promote the school.
• In the future, it may be used to publish resources for projects or home learning.
• All children may provide learning for publication on the school web site.
• Class teachers will be responsible for ensuring that the content of the pupils' learning is accurate and the quality of presentation is maintained.
• All material must be the author's own learning, crediting other work, including stating clearly the author's identity and/or status.
• The Web-Site co-ordinator is responsible for uploading pages to the school web site, ensuring that the links work and are up-to-date, and that the site meets the requirements of the site host.
• The point of contact on the web site will be the school address, telephone number and e-mail address.
• We do not publish pupils' full names or photographs that identify individuals on our web pages;

- i.e. children's names and photographs will not be shown together.
- Home information or individual e-mail identities will not be published.
- Staff will be identified by their title and surname unless they request otherwise.
- Permission will be sought from other individuals before they are referred to by name on any other pages we publish on our website.

Our school social media pages are used to:
• Further provide an audience for all the learning happening in school.
• Our blog and website is linked to our social media platforms to create an automatic feed.
• The social media pages are to be used as a one way communication tool for parents.
• If parents comment negatively or inappropriately, they will be blocked and banned from the pages and further action would be taken.
• The social media platforms are to demonstrate to children and parents how to positively use the internet and social media responsibly.

Using the internet to enhance learning
• Pupils will learn how to use a web browser.
• The school will use a range of web based tools to support learning including cloud storage

apps to support learning in the classroom.
- The main programs used will be Google Apps for Education and Google Classroom.
- Google Apps will be used to store planning, policies and other administrative files.
- Google Classroom is a platform used to store evidence of learning in each class.
- All the cloud programs used complies with the DfE guidance.
- Pupils will be taught to use suitable web search engines.
- Staff and pupils will use the internet to find and evaluate information.
- Access to the internet is a planned part of the curriculum that will enrich and extend learning activities and is integrated into schemes of work.
- As with other areas of their work, we recognise that pupils learn most effectively when they are given clear objectives for internet use.
- Different ways of accessing information from the internet will be used depending upon the nature of the material being accessed and the age of the pupils.
- Access to the internet may be by teacher (or sometimes other adult) demonstration.
- Pupils may access teacher-prepared materials on the blog, rather than the open internet.
- Pupils may be given suitable web page or a single web site to access.
- Pupils may be provided with lots of relevant and suitable web sites which they may access.
- Older, more experienced, pupils may be allowed to undertake their own internet search having agreed a search plan with their teacher.
- Pupils will be expected to observe the Rules of Responsible Internet Use and will be informed that checks can and will be made on files held on the system and the sites they access.
- Pupils accessing the internet will be supervised by an adult, normally their teacher, at all times. They will only be allowed to use the internet once they have been taught the Rules of Responsibility Internet Use and the reasons for these rules.
- Teachers will endeavour to ensure that these rules remain uppermost in the children's minds as they monitor the children using the internet.

Using information from the Internet
- We believe that, in order to use information from the internet effectively, it is important for pupils to develop an understanding of the nature of the internet and the information available on it.

- In particular, they should know that, unlike the school library for example, most of the information on the internet is intended for an adult audience, much of the information on the internet is not properly audited / edited and most of it is copyright.
- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on TV.
- Teachers will ensure that pupils are aware of the need to validate information whenever possible before accepting it as true, and understanding that this is even more important when considering information from the internet (as a non-moderated medium).
- When copying materials from the Web, pupils will be taught to observe copyright.
- Pupils will be made aware that the writer of an e-mail or the author of a web page may not be the person claimed.
- If there is an incident in which a pupil is exposed to offence or upsetting material the school will wish to respond to the situation quickly and on a number of levels.
- Responsibility for handing incidents involving children will be taken by the ICT Co-ordinator and the Child Protection Officer in consultation with the Head Teacher and the pupil's class teacher.
- All the teaching staff will be made aware of the incident at a Staff Meeting if appropriate.
- If one or more pupils discover (view) inappropriate material our first priority will be to give them appropriate support.
- The pupil's parents/carers will be informed and given an explanation of the course of action the school has taken. The school aims to work with parent/carers and pupils to resolve any issue.
- If staff or pupils discover unsuitable sites the Computing co-ordinator will be informed a is expected to act on the information given.
- The Computing co-ordinator will report the URL (address) and content to the Internet Service Provider and the LEA.
- If it is thought that the material is illegal, after consultation with the ISP and LEA, the site will be referred to the Internet Watch Foundation and the police.
- Pupils are expected to play their part in the reducing the risk of viewing inappropriate material by obeying the Rules of Responsible Internet Use which have been designed to help protect them from exposure to the internet sites carrying offensive material.
- If pupils abuse the privileges of access to the internet or use of e-mail facilities by failing to follow the rules they have been taught or failing to follow the agreed search plan when given the privilege of undertaking their own internet search, then sanctions consistent with our School Behaviour Policy will be applied. This may involve informing the parents/carers. Teachers may also consider whether access to the internet may be denied for a period.

Maintaining the security of the school ICT network
- We are aware that connection to the internet significantly increases the risk that a computer or a computer network may be infected by a virus or accessed by unauthorised persons.
- The Computing technician will up-date virus protection regularly, will keep up-to-date with

Computing news developments and work with the LEA and Internet Service Provider to ensure system security strategies to protect the integrity of the network are reviewed regularly and improved as and when necessary.

Ensuring Internet access is appropriate and safe

• The internet is freely available to any persons wishing to send e-mail or publish a web site.

• In common with other media such as magazines, books and video, some material available on the internet is unsuitable for pupils.

• Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher and the school will take every practical measure to ensure that children do not encounter upsetting, offensive or otherwise inappropriate material on the internet.

• The following key measures have been adopted to help ensure that our pupils are not exposed to unsuitable material.

• Our internet access is purchased through the LOCAL COUNCIL which provides a service designed for pupils including "a firewall" filtering system intended to prevent access to material inappropriate for children.

• Children using the internet will normally be working in the ICT room or classroom during lesson time and will be supervised by an adult (usually the class teacher) at all times.

• Staff will check that the sites pre-selected for pupil use are appropriate to the age and maturity of pupils.

• Staff will be particularly vigilant when pupils are undertaking their own search and will check that the children are following the agreed search plan.

• Pupils will be taught to use e-mail and the internet responsibly in order to reduce the risk to themselves and others.

• Our Rules for Responsible Internet Use will be posted near computer systems.

• The Computing co-ordinator will monitor the effectiveness of internet access strategies.

• The Computing co-ordinator will ensure that occasional checks are made on files to monitor compliance with the schools Internet Access Policy.

• The head teacher will ensure that the policy is implemented effectively.

• Methods to quantify and minimize the risk of pupils being exposed to inappropriate material will be reviewed in consultation with colleagues from other schools, advice from the LEA, our Internet Service Provider and the DfE.

• Experience of other schools shows that the above measures have been highly effective.

• However, due to the international scale and linked nature of information available via the internet, it is not possible to guarantee that particular types of material will never appear on a computer screen.

• Neither the school nor the LOCAL COUNCIL can accept liability for the material accessed, or any consequences thereof.

• A most important element of our Rules of Responsible Internet Use is that pupils will be taught to tell a teacher immediately if they encounter any material that makes them feel uncomfortable